**Grievance and Redressal Guidelines**

It is good to air a grievance rather than to keep it bottled up. To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted. The cell is intended to find solutions for problems related to the college matters of any kind, if and when they arise. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance.

***The main institutional guidelines of the Grievance Redressal Committee are as follows:***

1.      To ensure effective solution to students grievances with an impartial and fair approach at the earliest.

2.      Redressal of students grievances to solve their academic and administrative problems at the earliest.

3.      Upholding the dignity of the college by ensuring strife free atmosphere in the college through promoting cordial Student-Student relationship and Student-Teacher relationship etc.

4.      Encouraging the Students to express their grievances/ problems freely and frankly, without any fear of being victimized.

5.      Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

6.      Advising all staff members (Teaching-Non-teaching)to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

7.      To ensure the qualitative as well as quantitative development of the institution through the grievance and Redressal Cell.

**Composition of the  Student Grievance Redressal Committee  including** **Sexual Harassment and Anti Ragging Committee**

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| **Name of the committee** | **Members** |
| 1.     Grievance & Redressal Cell | Dr. Kamini Sehgal  Ms. Balwinder Nagpal |
| 2.     Anti Ragging Committee and Sexual Harassment  Committee | Ms. Balwinder Nagpal  Ms. Ramandeep |